ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 10, no. 14 GP 3.16/3-2:10/14 July 14, 1989

Survey of Fax Availability in Depositories

The explosion of fax machine usage in libraries during the past two years is already having a major impact on inter-depository cooperation and networking. GPO has always encouraged such networking among depositories. In an effort to foster greater usage of fax among depositories, GPO is conducting this survey of fax availability in depository libraries. The survey is entirely voluntary.

The results of the survey will be published in *Administrative Notes*. Libraries will be listed in depository number order, so be sure to include your depository number on the survey form. Each library's fax number will follow the depository number.

A fax number should only be given if it can be used to regularly communicate with other depository libraries. If you have a fax machine that can be used by the depository and you would like to participate in this survey, please photocopy and complete the form below and send it to: **Chief, Inspection Team, U.S. G.P.O., Library Programs Service (SLL), Washington, DC 20401.**

August 1, 1989 is the deadline for receipt of the surveys.

Fax Survey

_____ _____

Depository Number Fax telephone number (with area code)

_____

(Library Name)

_____

_____

(Address)

_____

(City, State, and Zip Code)

Looking for a Job With the U.S. Government?

Try the Librarian Register!

The Office of Personnel Management (OPM) maintains the Librarian Register which many federal agencies use when recruiting librarians. If you would like to be considered for a federal position, you will need to obtain the proper forms from the nearest federal regional information center. The following forms are required:

1) SF Form 171
2) Librarian Supplemental Qualifications Statement SSW-850
3) Employment Availability Statement
4) College transcript or completed Form 1170/17

The Librarian Register is open for new applications only sporadically. OPM has indicated to GPO staff that the register will not be open before July 1989, and that no specific time had yet been set for it to be open.

Librarians wishing to obtain more information should contact their nearest federal regional office.

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ARL/OMS Management Skills Institute

The registration form for the ARL/OMS Basic Management Skills Institute is reproduced on the next page. If you would like to participate, please note that the deadline for registering is **September 15, 1989.**

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Interagency Depository Seminar Well Received

LPS has been gratified by the overwhelmingly positive response to the Interagency Depository Seminars which have been held in the spring this year and in 1988. Responses on the evaluation forms and in letters commenting on the program have been enthusiastic. One letter, from Brenda McDonald at the Saint Louis Public Library, is reprinted on page 5. Thank you Brenda, and all the rest of you who took the time to write!

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The Bicentennial of the
French Revolution
1789 - 1989

Happy Bastille Day!

OMS OFFICE OF MANAGEMENT SERVICES
ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Ave., N.W., Washington, DC 20036 • (202) 232-8656
FAX (202) 462-7849

Basic Management Skills Institute for Depository Librarians

In conjunction with the October 1987 Depository library Council meeting, the Association of Research Libraries, Office of Management Services offered a Basic Management Skills Institute for Depository Librarians. It was considered very successful by the 29 participants. On a scale of 1 (highly dissatisfied) to 10 (completely satisfied), 93% rated the program 8 or above for satisfaction. On the same scale, eighty-six percent of the participants rated it 8 or above for usefulness.

ARL/OMS and GPO would again like to offer this 3 1/2-day workshop in conjunction with the fall Depository Library Council meeting. As with the previous program, the topics to be covered will be motivation of staff, leadership/management styles, decision-making, effective use of groups, conflict management and communication. Participants will gain proficiency in the areas of organizational diagnosis, group leadership and interpersonal skills.

As you may know, ARL/OMS offered to conduct the workshop in conjunction with the spring Library Council meeting, however the workshop was cancelled due to low registration. We hope that this early announcement will allow a greater number of librarians to register. Twenty participants are required to present this Institute. In order to complete planning for this program, registrations must be received by September 15. Registration need not be accompanied by fee; however, payment is due by close of Institute.

The Institute will be offered October 21-24, 1989. It will be held at the same hotel as the Depository Library Council Meeting, The Rosslyn Westpark Hotel. The cost of participation is $375 plus travel and room and board. Rooms will cost $77 (single) and $87 (double), plus 9.5% Virginia State Room Tax. Participants should call the hotel to make room reservations before October 6. The workshop will begin at 6:30 p.m. Saturday, October 21, and it will end Tuesday, October 24, at 3:30 p.m. Questions may be addressed to Susan Jurow, Associate Director, ARL/OMS, 1527 New Hampshire Avenue, N.W., Washington DC 20036, phone number (202-232-8656).

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Registration Form

Basic Management Skills Institute for Depository Librarians
October 21-24, 1989
Rosslyn, VA

Workshop fee: $375 Check Institutional Purchase Order

NAME _____

TITLE _____

LIBRARY _____

ADDRESS _____

_____

PHONE (_____)_____

REGISTRATION NEED NOT BE ACCOMPANIED BY FEE; HOWEVER, PAYMENT DUE BY CLOSE OF INSTITUTE.

May 30, 1989

Donald E. Fossedal
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Dear Mr. Fossedal:

I intended to write to you immediately after the Interagency Depository Seminar in April but, as I am sure you can understand, other things took precedence. I want to thank you for supporting such a beneficial program and hope the Seminar can continue to be held each Spring.

Despite the fact that I have worked with government publications for several years as a documents librarian and a law librarian, I found the presentations extremely informative. The program appeared very well organized but relaxed and informal. Other attendees I have talked with have expressed the same feelings. The lines of communication that GPO continues to maintain with the depository librarians through the Depository Library Council, updates at GODORT meetings, and the Interagency Seminar are valuable and appreciated.

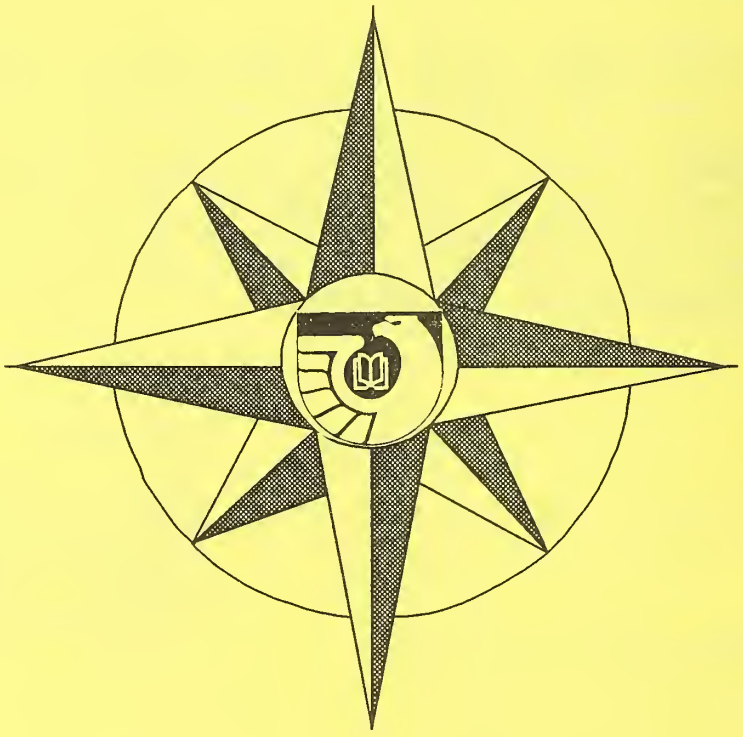
Sincerely,

Brenda McDonald

Brenda McDonald
Head, Government
Information Unit

Reference Guide To GPO Cataloging Records for Maps

GPO cataloging staff have compiled a list of OCLC record numbers for the "basic" 7.5-minute USGS quadrangle map records. The list is presented on the following page as an easy reference for map catalogers and other users of map records. The list includes the state coordinates, OCLC record numbers for the final, photo-revised, and provisional editions of the maps, and the geographic Cutter numbers from field 052. Blank spaces indicate that there is no GPO cataloging record at this time.



State	Coordinates	OCLC #: Final	OCLC #: Photo-Revised	OCLC #: Provisional	052
Ala.	W89-W85/N35-N30		11363324	11363525	3971
Alaska 025	W170-W130/N71-N54	11858722		12013409	4371
Alaska 063		11817497		10467692	4371
Ariz.	W115-W109/N37-N31	11432487	11422768	11420436	4331
Ark.	W95-W90/N37-N33	10569119	11456369	10025916	4001
Calif.	W125-W114/N42-N32	18453101	11456418	11456824	4361
Colo.	W109-W102/N41-N37	10562344	11520845		4311
Conn.	W74-W71/N42-N41	11363431	10599192		3781
Del.	W76-W75/N40-N38	5856914	10588637		3831
Fla.	W88-W80/N31-N25	10578609	11763203	11856678	3931
Ga.	W86-W81/N35-N30	10220100	10588606		3921
Hawaii	W160-W155/N22-N19	10560606		11764334	4381
Idaho	W117-W111/N49-N42	10578727	11571604	10467680	4271
Ill.	W92-W87/N43-N37	19533989	18487477	11396367	4101
Ind.	W88-W84/N42-N38	14222933	10906635		4091
Iowa	W97-W90/N44-N40	11432437	11432460		4151
Kan.	W102-W94/N40-N37	10578703	11422747		4201
Ky.	W89-W82/N39-N36	19028039	11420060		3951
La.	W94-W89/N33-N29	10527278	18732353	11448194	4011
Me.	W71-W67/N48-N43	19027379	19027856	10534778	3731
Md.	W79-W75/N39-N37	5244728	12307192		3841
Mass.	W74-W79/N43-N41	5105607	18699575		3761
Mich.	W90-W82/N48-N41	10571290	11394468	11394481	4111
Minn.	W97-W90/N49-N43	6584666	11427950		4141
Miss.	W92-W88/N35-N30	17103772	12743124	11420132	3981
Mo.	W95-W89/N41-N36	10578658	11483713	11501458	4161
Mont.	W116-W104/N49-N44	11456434	11456407	11419877	4251
Neb.	W104-W96/N43-N40		11546753	11535148	4191
Nev.	W120-W114/N42-N35	10560515	11456582		4351
N.H.	W73-W70/N46-N42	15581464	10601985	12010145	3741
N.J.	W76-W74/N42-N39		10593237		3811
N.M.	W109-W103/N37-N31	11577587	10560569	10467659	4321
N.Y.	W80-W72/N45-N41	5244776	11427982		3801
N.C.	W84-W75/N37-N34	10588653	11619901		3901
N.D.	W104-W96/N49-N46	10578677	11456889		4171
Ohio	W85-W80/N42-N38	11446137	11427924		4081
Okla.	W103-W94/N37-N34	10909387	11456792		4021
Or.	W125-W117/N46-N42	10578747	11448247	11448265	4291
Pa.	W81-W75/N42-N39	18699675	11396366		3821
R.I.	W72-W70/N43-N40	18131420	10602001		3771
S.C.	W83-W79/N35-N32	18699730	10588621	11379242	3911
S.D.	W104-W96/N46-N43		10578685	11420034	4181
Tenn.	W90-W82/N37-N35	18549099	11400879		3961
Tex.	W107-W93/N37-N26	11055483	11456392	11379229	4031
Utah	W114-W109/N42-N37	11577614	11546724	11379416	4341
Vt.	W74-W71/N45-N42		18443948	11829228	3751
Va.	W83-W76/N39-N36	5844117	11394495		3881
Wash.	W125-W117/N49-N46		11456372	11420184	4281
W.Va.	W83-W78/N41-N37	5857008	11416477		3891
Wis.	W93-W87/N47-N41	11619929	12037904		4121
Wyo.	W111-W104/N45-N41	11817091	11422799	11448228	4261

Is That "Duplicate" Map Really a Revision?

It is often difficult to tell if a second copy of a map is a duplicate reprint or a revised edition, with corrections. Some depository libraries have returned maps received in the Depository Library Program to the Geological Survey as duplicates. When the USGS looked at them, however, it turned out that the maps were reprinted with corrections. The following is an excerpt from a letter written by Charles W. Bennett, Federal Map Depository Library Program Manager at USGS, to a library that had returned a group of maps:

> The maps that you received are older maps that have been reprinted, in order to replenish stock, with corrections. The way to determine if a map has been reprinted with corrections is to look at the date at the end of the imprint note (normally found just under the map neatline in the lower right corner). The imprint note reads "Interior--Geological Survey, Reston, Virginia--(date)." If the date is current (1987 or 1988), the map is a reprint with corrections; these maps are sent to depository libraries in order to keep their collections current. If the date is not current, the map is a reprint without corrections; maps that are reprinted without corrections are not sent to depository libraries because they duplicate previous sendings. The maps that you received and returned to us are dated 1987 or 1988, so they are reprints with corrections and not duplicates. A major correction is the update and resultant shift of the North American Datum from 1927 to 1983, which is noted on all of these maps -- for example, on the Brookville, NJ map, the note is shown to the left of the title block in the lower right corner; on the Belvidere, NJ-PA map, it is shown in the information block in the lower left corner.

We hope this information will help depository library staff in maintaining their map collections.

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AN-v10-#14-7/14/89

NEWS From the Public Printer

April 1989

Senator Ford Heads JCP

In recent congressional committee reorganizations, Senator Wendell H. Ford (D-Kentucky) became the new chairman of the Joint Committee on Printing (JCP). Representatives Jim Bates (D-California) and Newt Gingrich (R-Georgia) fill the two member vacancies on the committee. In addition, John Chambers has been named the committee's new staff director.

Two GPO Operations Relocate

Two of GPO's field facilities—a satellite printing procurement office and a bookstore—have recently relocated. On April 14, our San Diego Satellite moved to its new home at 2221 Camino Del Rio South, Suite 109, San Diego, CA 92180-3609. Its telephone number remains the same, (619) 557-6390. One of six GPO satellite procurement offices, the San Diego facility opened for business 3 years ago and handles more than $2 million worth of commercial contracts annually.

Our U.S. Government Bookstore in Boston is in the process of relocating and should open in its new facility near the beginning of May. Located in the Thomas P. O'Neill Building, 10 Causeway Street, Room 179, Boston MA 02222, the bookstore has a new telephone number, (607) 565-6680. As with all of our bookstores, approximately 2,000 titles are stocked, with all of the nearly 20,000 sales program titles available on order.

Library Association Honors Office

I am pleased to tell you that GPO was among those organizations honored at the recent American Library Association Library Partners Recognition Day program, held at the conclusion of National Library Week. GPO earned a citation which read in part, "On behalf of America's 100,000 libraries, thank you for your support of libraries, librarians and literacy throughout 1988." The GPO honor was in recognition of two separate programs—the work carried out by the Office of the Superintendent of Documents Library Programs Service, which includes the nationwide Depository Library Program, and the work done in support of the war against illiteracy through GPO's Literacy Information Program.

Speech Includes OTA Report Outlook

By the time you read this, I will have had the opportunity to speak before the White Papers and Office Automation Conference at the end of the month in Cambridge, MA. I will be delivering a presentation on the "Outlook for Government Printing." Among the topics I plan to cover is the Office of Technology Assessment (OTA) report released last October, which was mentioned to you in an earlier letter. "Informing the Nation: Federal Information Dissemination in an Electronic Age," includes these projections which I will pass along in my presentation. For the near term (1-3 years), there will be a steady demand for ink-on-paper formats throughout the Government. Rapid growth in electronic formats will continue, but it will constitute only a small percentage of total demand. For the mid term (3-5 years), OTA projects the beginning of a measurable decline in demand for paper formats. Demand for electronic formats is likely to reach displacement levels for several types of Government information such as statistical, bibliographic, reference, and scientific and technical information. GPO is likely to be vulnerable to decreased demand for paper formats as Federal agencies continue to convert to electronic information technologies. For the long term (5-10 years), there will still be a significant demand for traditional books, reports, and other publications, although electronic formats are likely to dominate for many kinds of Government information.

These projections, I believe, point out a good prognosis, unlimited potential, and a very exciting future for those of us who are deeply concerned with providing the information needs of our Federal community.

JOSEPH E. JENIFER
Acting Public Printer

Readers Exchange

AN AUTOMATED DOCUMENTS SHELFLIST AND CURRENT AWARENESS CHECKLIST SYSTEM AT THE UNITED STATES MILITARY ACADEMY LIBRARY

The United States Military Academy Library replaced its hand-kept shelflist of depository holdings with an automated one in May 1988.

In the old method, assistants would write entries on the lines of large index cards (temporary staffers often lacked typing skills); arrangement was in order received within item number. Descriptive information included title, Sudoc number, format, date received, as well as item number. All entries were copied from marked items on the shipping list.

In place since 1982, this system became unwieldy. Verification of a document holding required knowledge of the item number, which was not always convenient in a ready reference situation; finding an entry required slow, diligent searches through many cards. The handwritten records were not always legible and lacked a neat, uniform appearance.

The acquisition of an IBM compatible computer with a hard drive and dBase III Plus software in the spring of 1988 freed us from the medieval method of record keeping. Our service also improved: Boolean keyword in title database searches for reference purposes are now possible; current awareness checklists of interesting new titles can regularly and easily be produced for the benefit of users.

First dBase was loaded on the hard disk, then the database structure was designed. After consulting the shelflist requirements set forth in the **Guidelines for the Depository Library System**, it was decided to retain the simple data elements recorded on the index cards. The only additional information needed was a one character field showing the document's disposition (whether it went to the main collection or was retained in documents). The Sudoc field size was decided at 50 characters after examining a number of Sudocs for Army technical manuals (these usually have the longest numbers). The title field was given the dBase maximum character width for searchable fields, 254. Complete file structure and field names are displayed in figure 1.

Two databases of duplicate structure are used. One, titled NEWDOX, has new records keyed in by staff. A backup copy of NEWDOX is put on a floppy disk every day after all the new additions are made. Records are added until the file grows to about a thousand entries. At this point the

entire file is proofread. A final backup copy is then made and kept in a safe place. The main database, DOXLIST (duplicate in structure to NEWDOX) then has all of the clean NEWDOX records added to it by use of the dBase APPEND command.

Boolean searches require use of the dBase substring searching feature at the dot prompt. Figure 2 illustrates the search protocols and results of a search for material about the Strategic Defense Initiative. Presently, a menu guided front end dBase program is being designed that would simplify keyword searching, allowing it to be done without requiring the searcher to work from the dot prompt.

Current awareness checklists of selected new titles are created in several steps. After NEWDOX is appended to DOXLIST, the former must be cleared so new entries can be made. Before clearing NEWDOX, the documents librarian scans through the titles in the dBase browse mode, starting at the end of the file and progressing back to the beginning with the page up key. The record numbers of selected titles are jotted down as this is done. After this, all the selected records are copied to another database file structured only with Sudoc and title fields of the same length as those in NEWDOX; the dBase sort function is then used to create another file sorted in Sudoc order. Next, the sorted file is copied from dBase III Plus to the Microsoft Word wordprocessing program; entries are separated, proper titles are highlighted in bold print (to direct a browser's eye more easily), and the whole file is printed. A cover is printed with a signmaking program. Figure 3 shows the cover and first page of a recent checklist.

After printing mailing labels addressed to key faculty members (from yet another dBase file) sufficient copies are made to be sent to them through internal distribution. More copies are deposited in the library area where brochures are displayed.

Currently, a dot matrix printer emulating an Epson FX-100 is used; future improvements for preparation of the checklist would include the use of desktop publishing software and a laser jet printer.

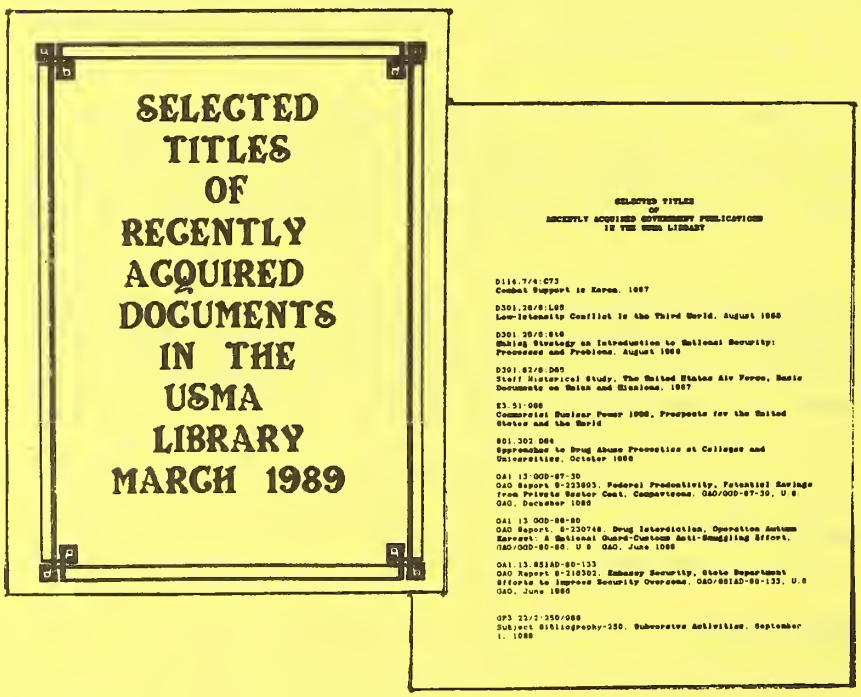
Paul Nergelovic
Documents Librarian
United States Military Academy Library
Building 757
West Point, NY 10996-1799
Tel. 914-938-2230

```
Structure for database: C:DOXLIST.dbf
Number of data records:     5334
Date of last update    : 02/13/89
Field  Field Name  Type        Width     Dec
    1  SDC         Character      50
    2  ITM         Character      10
    3  DAT         Date            8
    4  FMT         Character       1
    5  LOC         Character       1
    6  TTL         Character     254
** Total **                      325
```

FIGURE 1

```
. list for 'Strategic Defense Initiative' $ ttl .or. 'SDI' $ ttl to print

Record# SDC                          ITM      DAT      FMT LOC TTL
    52  S1.71/4:1058                 877-C    06/13/88 P   D   Edward L. Rowny, SDI: Enhancing Security and Stability, Current Policy No. 1058

   529  T3.T22/2:2Su7/4/sum.         1070-H   05/20/88 P   D   SDI Technology Survivability and Software, Summary, May 1988

  1415  T3.T22/2:2Su7/4              1070-H   07/05/88 P   D   SDI Technology Survivability and Software, May 1988

  1510  TAr5/2a:987-88/31            1012-A   07/07/88 P   D   100-1 Hearings: [H.A.S.C. No. 100-31], SDI Program

  1724  T4.G74/7:HS1/7               1018-A   07/21/88 P   D   100-2 Hearing: Management of the Strategic Defense Initiative

  2667  T4.G74/D:S.hrg.100-881       1037-A   09/00/88 P   D   100-2 Hearing: Department on Defense/Strategic Defense Initiative Organization Compliance with Federal Advisory Committee Act, S.Hrg. 100-881

  3111  GA1.13:HSIAD-87-43           546-D    09/23/88 M   D   GAO Report A-223094, Strategic Defense Initiative Program, Expert's View on DOD's Organizational Options and Plans for SDI, GAO, HSIAD-87-43, U.S
. GAO, November 1986
  3826  GA1.13:HSIAD-88-180FS        546-D    10/18/88 M   D   GAO Report, A-223094, Strategic Defense Initiative Program, National Test Bed Acquisition has not Proceeded as Planned, GAO/HSIAD-88-180 FS, U.S.
GAO, June 1988
```

FIGURE 2



SELECTED TITLES
OF
RECENTLY ACQUIRED GOVERNMENT PUBLICATIONS
IN THE USMA LIBRARY

D114.7/4:C73
Combat Support in Korea. 1987

D301.26/8:L95
Low-Intensity Conflict in the Third World. August 1988

D301.26/8:St9
Making Strategy an Introduction to National Security: Processes and Problems. August 1988

D301.82/8:D85
Staff Historical Study, The United States Air Force, Basic Documents on Union and Mission. 1987

E3.51:988
Commercial Nuclear Power 1988, Prospects for the United States and the World

801.302:D84
Approaches to Drug Abuse Prevention at Colleges and Universities, October 1988

GA1.13:GOD-87-30
GAO Report B-223803, Federal Productivity, Potential Savings from Private Sector Cost, Comparisons. GAO/GOD-87-30, U.S. GAO, December 1986

GA1.13:GOD-88-80
GAO Report, B-230748, Drug Interdiction, Operation Autumn Harvest: A National Guard-Customs Anti-Smuggling Effort. GAO/GOD-88-80, U.S. GAO, June 1988

GA1.13:HSIAD-88-133
GAO Report B-216302, Embassy Security, State Department Efforts to Improve Security Overseas. GAO/HSIAD-88-133, U.S. GAO, June 1988

GP3.22/2:250/988
Subject Bibliography-250, Subversive Activities, September 1, 1988

FIGURE 3

GPO Gets OK To Provide Information Electronically

By LEIGH RIVENBARK

The Government Printing Office's general counsel last week authorized GPO to distribute government information to its depository libraries in electronic formats. The ruling effectively overturns a 1982 ruling that held GPO to issuing printed publications only.

This decision clears the way for GPO to launch its electronic dissemination pilot project officially. This project calls for GPO and five agencies to make federal data bases available to the 1,400 libraries that make government publications available to the public.

In a May 22 memo, GPO general counsel Grant G. Moy Jr. reversed an opinion by an earlier general counsel that limited depository distribution to printed products. Moy said data bases in electronic formats qualify as government publications.

The memo helped GPO over a final hurdle on its way to starting the pilot project, which was approved earlier this month by the Joint Committee on Printing (JCP).

However, questions about who will pay for the project remain to be answered, as Congress has not appropriated specific funds yet.

Mark Scully, GPO's library programs service director, said the General Accounting Office will devote a full-time staff member to monitoring and evaluating the pilot and will help GPO develop a funding structure.

Also, GPO superintendent of documents Donald Fossedal told the House Administration Subcommittee last week that GPO would consider the option of cost-sharing among GPO and the depository libraries to pay for the electronic dissemination.

At a kickoff meeting last week, representatives of the five participating agencies discussed their proposals, which were chosen by GPO and JCP from proposals submitted by many federal agencies.

Census, EPA Projects

The Census Bureau, already involved in compact disk/read-only memory production of its data bases, is making several data bases, including the Census of Retail Trade and the Census of Agriculture, available to the libraries on CD-ROM.

The Census project will build up to the 1990 decennial census, when the bureau will release 20 to 25 CD-ROMs based on the 1990 census alone, systems and programming chief Forrest Williams said.

The estimated cost of the project, including postage to the depository libraries, was $13,691, according to a June 1988 report that is still the best source of estimated project costs, GPO's Scully said.

The Toxic Chemical Release Inventory data base gathered by the Environmental Protection Agency will be available on CD-ROM.

EPA is mandated by law to widely distribute this data base, which lists emissions of toxic chemicals into the environment.

Using CD-ROM "allows us to put several years of the data base on a single disk, which is more valuable because you can look at cross-sections," said Gerhard Brown of EPA's Office of Toxic Substances. The agency has not chosen its search and retrieval software yet.

If EPA chooses a commercial software package for inclusion on the disk, questions may arise about whether GPO, EPA or the libraries will pay for licensing fees, Brown said. The estimated cost of the project is $22,319.

The JCP has approved a CD-ROM version of the *Congressional Record*, beginning with the 1985 *Record*. The *Record* runs 14 to 17 volumes in its bound paper version, but all volumes plus two volumes of index could fit on a single CD-ROM, according to a JCP staff member. It will cost $57,542.

Commerce Bulletin Board

Not all the projects are start-ups. The Department of Commerce's Economic Bulletin Board on-line service is 4 years old next month, but Commerce wants to see the service expand to the depository libraries, Commerce's Ken Rogers said.

The Economic Bulletin Board is a one-stop source for statistics press releases generated by a variety of agencies, including Commerce, Census, the Department of Labor and the Federal Reserve. Commerce normally charges its users a $25-per-year subscription fee and an hourly use charge. For depository libraries, however, Commerce wants to negotiate a special rate, Rogers said. The telecommunications costs of access probably would be borne by the libraries, he added.

Most complex among the projects is the Department of Energy's proposal to provide libraries with on-line gateways to bibliographic files residing on DOE and commercial systems.

DOE's project would give users on-line access to the Integrated Technical Information System to search DOE's bibliographic files.

Then DOE would develop a gateway to enable users to switch automatically to a commercial system to search older DOE data base materials.

DOE also plans to study which delivery medium —CD-ROM, floppy disks or microfiche — will be the best for distributing additional information to the libraries. Costs are uncertain because the service is on-line, Scully said. ◄

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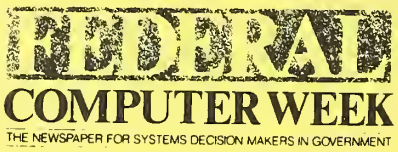

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News Letter

UNITED STATES GOVERNMENT PRINTING OFFICE

April/May 1989 | Office of the Public Printer | Volume 13, Number 5

Training Institute Efforts Receive Boost

In September 1987, plans were announced for the development of a GPO-based training program in printing and publishing, to be called the Federal Publishing Institute. A great deal of initial research and planning has been completed on the project, but administration changes and budgetary constraints caused a delay in its implementation. Now back on track, the program has been renamed the Institute for Federal Printing and Publishing to better reflect the importance of meeting the training needs of a unified printing and publishing network.

Survey information has already been compiled and additional input is being gathered from potential Institute users. Initial seminars for those of you in our customer agencies may begin as early as September.

GPO's Workforce Planning and Training staff, which is handling the project, visualizes an Institute composed of three separate entities: 1) those courses now existing within GPO which have been designed to train customer agency personnel; 2) ½-day seminars which will deal with upcoming trends and technologies within the industry; and 3) a total curriculum approach which will prepare printing and publishing specialists for all potential dealings with GPO.

CD-ROM Premastering Plan Underway

Details are currently being worked out for GPO to provide premastering service for a project which has been sought by FED-ROM, an organization which comprises several Federal agencies under the Special Interest Group for CD-ROM Applications and Technology (SIGCAT). GPO has agreed to premaster several data base publications from a number of Federal agencies onto one CD-ROM. The concept should benefit both groups. FED-ROM will have these data base publications premastered, and GPO will sell and disseminate these publications through the Documents Sales and Depository Library Programs. If successful, the project could be the forerunner of similar efforts between GPO and other customer agencies.

"800" Service On the Way For PICS/PCCS Users

An order has been placed with U.S. Sprint to provide "800" number service for the Procurement Information Control System (PICS) and the Printing Cost Calculating System (PCCS). This service, expected to be in operation by mid-May, will provide toll-free access to these GPO on-line application systems for Government agencies that must otherwise use long distance service.

Efforts Continue in Meeting Recovered Materials Mandate

Efforts are continuing for the implementation of the "Guidelines for Federal Procurement of Paper and Paper Products Containing Recovered Materials," by the June 22, 1989, mandate. At the March meeting of the Interagency Council on Printing and Publications Services, Faye Padgett, JCP Assistant Staff Director, noted that GPO already has a good record in its purchase and use of recycled paper. Of the 55 million pounds of offset book paper bought by GPO in FY 1988, 25 million pounds of that quantity contained recycled waste paper. It is also significant that this paper was purchased from the lowest bidder and met JCP paper specifications—both qualifications which the JCP hopes to see continued, regardless of the recovered materials guidelines, according to Padgett.

Paper Costs Can Affect Selections

Also in the area of paper, increased costs can make a difference in the stock you may want to select for a particular job. The following chart shows the approximate percentage of increase which occurred during 1988 in the cost of some of the more popular papers used by our customer agencies:

Newsprint	11%
Offset Book	15%
Coated Book	7%
CW Ledger	19%
Index	29%
Xerographic Copier	42%
Vellum Cover	20%

On shortrun work (the average job received by GPO), a significant increase in the paper cost would have only a moderate effect on the overall cost of the job. However, on a long run, the paper cost can sometimes run as high as 50 percent of the total cost. Therefore, a significant increase in the cost of the paper selected would result in a considerably higher total cost for the job.

On our most recent bid opening for paper, there was an average drop of approximately 5 percent on the cost of papers listed above. We do expect paper prices to continue to level off, however, we do not know what impact the implementation of the "Guidelines for Federal Procurement of Paper and Paper Products Containing Recovered Materials" will have on this issue.

To receive the best possible price on any of your printing jobs, we suggest that you include options in both paper and trim sizes on your requisitions and provide GPO with the maximum amount of production/procurement time possible. These practices will help us in getting you the best product for your money.

Senator Ford Heads JCP

In recent congressional committee reorganizations, Senator Wendell H. Ford (D-Kentucky) became the new chairman of the Joint Committee on Printing. Representatives Jim Bates (D-California) and Newt Gingrich (R-Georgia) fill the two member vacancies on the committee. John Chambers has been named the committee's new staff director.

Office Steps Up Bill Collecting Efforts

GPO's Financial Management Service (FMS) is stepping up its collection efforts on past due bills from customer agencies, especially those which do not participate in the Online Payment and Collection (OPAC) program. Historically, if bills are not paid within 60 days, it has been found that a problem exists. Therefore, FMS is beginning to concentrate on accounts with unpaid invoices over 60 days old, rather than waiting until they are over 90 days old. In this way, many simple problems can be quickly and easily resolved while the billing records are still current. We have found in the past that invoices may have been billed or mailed to the incorrect address; they may have been misrouted; or they may not even belong to the organization billed. A followup letter to an overdue agency after the 60-day period, requesting information on an invoice, can often resolve a problem with a minimum of effort. FMS also encourages agencies which receive questionable invoices to call GPO for assistance. For general questions, customers may call either Consuella Lloyd, (202) 275–2906 or Joe Johnson, (202) 275–2310. For questions about the amount of the billing, please call Jim Hix, (202) 275–2083.

SBA Set To Handle Disadvantaged Contract Protests

In an agreement between GPO and the Small Business Administration (SBA), any protest filed with the contracting officer regarding the status of a contractor under GPO's test program to assist Small Disadvantaged Businesses, will be referred to SBA for handling. Details of the arrangement are being worked out at this time, but are expected to closely follow standard SBA final rules for the processing of these protests.

Satellite Office/Bookstore Relocate

On April 14, GPO's San Diego Satellite Printing Procurement Office relocated to its new home at 2221 Camino Del Rio South, Suite 109, San Diego, CA 92180–3609. The telephone number for the satellite, which opened 3 years ago, remains the same, (619) 557–6390.

Our U.S. Government Bookstore in Boston is also in the process of relocating, and should open in its new facility by early May. Open Monday through Friday from 8 a.m. to 4 p.m., the store will be in the Thomas P. O'Neill Building, 10 Causeway Street, Room 179, Boston MA 02222. The new telephone number for the bookstore will be (607) 565–6680.

Library Council Meets in Pittsburgh

The spring meeting of the Depository Library Council was held March 8–10 in Pittsburgh, PA. Composed of 15 government documents librarians and other information professionals, the Council advises the Public Printer on matters relating to the Federal Depository Library Program (FDLP).

At the Pittsburgh meeting, Assistant Public Printer (Superintendent of Documents) Donald E. Fossedal announced the recent release of the final report on a national study of depository library users. The report is a landmark study, representing a first step toward understanding the public impact of the FDLP. Among other findings, it reveals that millions of people every year use depository collections and services, and that those users represent a relatively highly educated segment of the American public.

WHAT EVER HAPPENED TO . . . ? ? ?

1989-07

DATE May 18, 1989

CLASS NO.	ITEM NO.	STATUS
C 3.150:B/988	0148	Schedule B: Statistical Classification of Domestic and Foreign Commodities Exported from the United States. LPS has recently changed the format from microfiche back to paper. LPS is attempting to acquire the basic 1988 volume for reprinting and subsequent distribution.
E 3.11/17-11:	0435-E-18	Electric Power Quarterly The Electric Power Quarterly (EPQ), for October through December 1988, is the final issue of the EPQ, Plant-byplant data on generation for electricity; fuel consumption, stocks, and receipts; and the cost and quality of fuels used to produce electricity will be provided in the "Electric Power Monthly", beginning with the February 1989 issue, which will contain plant-specific data for January 1989.
GA 1.16/4:	0546-E	GAO Documents The issuing agency has discontined the publication of this title because GAO feels that the information contained in it can be located in other sources.
S 1.114/3:	0872-A	U. S. Base Rights Negotiations. The following information updates the " Whatever Happened To ..." column # 1988-18. The original version of this title, publish in January 1988 contained some sensitive information and thus was pulled from both the Documents Sales Program and the Depository Library Program. A new version will be printed soon for depository and sales distribution.
SI 1.20/2:	0909-D-01	Handbook of North American Indians, V. 4: History of Indians, White Relations. Due to problems with the binding of this publication, it was sent back to the contractor, and will be mailed at a later date.

WHAT EVER HAPPENED TO . . . ? ? ?

1989-07

DATE May 18, 1989

CLASS NO.	ITEM NO.	STATUS
TD 5.2:V 63	0934	United States Coast Guard Record of Movements The spine of this publication reads " Record of Moments", LPS has been informed by the U. S. Coast Guard that due to budget cuts they will not be able to go back to press on this publication.
XJS:	1047-A (P) 1047-B (MF)	Journal of the Senate of the United states LPS recently distributed the Senate Journal for the 100th Congress, 2nd session. The libraries selecting these item numbers have a gap in holdings. The Senate Journal for the 99th Congress, 2nd session and the 100th Congress, 1st session have not been printed yet. There is no timetable for printing these volumes.

WHAT EVER HAPPENED TO . . . ? ? ?

1989-08

DATE May 31, 1989

CLASS NO.	ITEM NO.	STATUS
C 55.281:A1 1/ 988/v.1-3	0274-A	Climatic Atlas of the Outer Continental Shelf Waters and Coastal Regions of Alaska, Vol. 1, Gulf of Alaska, Vol. 2, Bering Sea, Vol. 3, Chukshi-Beaufort Sea This 3-volume set is being reprinted because insufficient copies were ordered for depository distribution. No timetable for delivery can be given at this time.
E 3.1/4:988	0429-J-01	Annual Energy Outlook 1988 LPS has been informed by the Department of Energy that the 1988 edition of this publication will not be published.
EP 1.2:G 51/2 draft/v.1 draft/v.2 draft/exec. sum.	0431-I-01	Policy Options for Stabilizing Global Climate, 3 Volumes This set is being reprinted because insufficient copies were ordered for depository distribution. No timetable for delivery can be given at this time.
E 3.11/20-3:988	0435-H	International Energy Outlook, 1988 LPS has been informed by the Department of Energy that the 1988 edition of this publication will not be published.
J 1.2:P 75/6	0717	Major Policy Statements of the Attorney General William French Smith 1981-1985 The issuing agency is unable to supply copies for depository distribution in paper. Therefore, LPS will microfiche this publication and distribute it to all libraries selecting this item number.
LC 1.2:R 29/3	0786	The Republic of Letters by Daniel J. Boorstin LPS was informed by the Library of Congress, that this is not a U. S. Government publication as defined by 44 U.S.C. §1901.

AN-v10-#14-7/14/89

Update to the LIST OF CLASSES

1989-11

DATE May 31, 1989

CLASS NUMBER	ITEM NUMBER	CHANGE/NOTICE
C 51.11/8:	0188-A-01	NTIS Products and Services Catalog (P) has been removed from C 51.11:. The item number will remain 0188-A-01.
D 1.15:	0349	Change format from MF to Paper.
D 1.88:	0306-A-20	Standardization and Data Management Newsletter (quarterly) (P) will be added to item number 0306-A-20.
D 2.3/2:	0312-A	Voting Information Bulletins (MF) will no longer be distributed to depository libraries. This is an internal publication for use by the agency only according to the exception under 44 U.S.C.
D 12.14/2:	0358-C	The National Guard on Guard (monthly) (P) will no longer be distributed to depository libraries. This is an internal publication for use by the agency only according to the exception under 44 U.S.C.
D 101.106/3: D 101.106/3a:	0321-B-01 0321-B-02	Recruiter Journal (monthly) (P) Recruiter Journal (separates) (P) The above publications will no longer be distributed to depository libraries. These are considered internal publications for use by the agency only according to the exception under 44 U.S.C.
D 301.101:	0424-B-14	Intercom (biweekly) (P) will no longer be distributed to depository libraries. LPS has been informed that the Air Force considers this publication to be for internal use only according to Title 44 U.S.C.
GA 1.15/2:	0544-A-01	The GAO Journal will change its format from year and number to number only.
LC 19.21:	0806-A-18	Volunteers Who Produce Books, Braille, Tape, Large Tape (P) change frequency from annual to biennial.
NCU 1.21:	0526-C	Research Study (series) (P) will be added to item number 0526-C.

Update to the LIST OF CLASSES

AN-v10-#14-7/14/89

1989-11

DATE May 31, 1989

CLASS NUMBER	ITEM NUMBER	CHANGE/NOTICE
NS 1.50/2:	0834-C-08	Directory of Awards (annual) (MF) will be added to item number 0834-C-08.
NS 1.18/4:	0834-N	Federal R&D Funding by Budget Function (annual) (MF) will be added to item number 0834-N.
S 1.114/3-11:	0872-A	Foreign Service Institute: Bulletin (P) will be added to item number 0872-A.
S 1.114/3-12:	0872-A	Foreign Service Institute: Center Paper (P) will be added to item number 0872-A.
T 17.6/3-5:	0927	Change format from MF to Paper.
T 22.2/15-2:	0956-J-01	Computer Services Newsletter (P) (quarterly) will not be distributed to depository libraries. This is an internal publication for use by the agency only according to the exception under 44 U.S.C.
TD 1.54:	0982-C-29	Change format from Paper to MF.
Y 3.Em 7/3:11/	1089-H	Monograph Series (P) will be added to item number 1089-H.
	NOTICE	
I 19.108:	0619-P-51 0619-P-52 0619-P-53	County Map Series- District of Columbia (P) County Map Series- U.S. Summary (P) County Map Series- Outlying Areas (P) U.S. Geological Survey has informed LPS there will be no county maps distributed for these areas. Please discontinue these item numbers.

Number	Title	Committee
100-1009, Pt.2	Confirmation Hearings on Federal Appointments (Nomination of Susan W. Liebeler)	Judiciary
100-1009, Pt.3	Confirmation Hearings on Federal Appointments	Judiciary
*	* * * *	* * *
100-1040	A Judicial Immunity (S. 1482, S. 1512, and S. 1515)	Judiciary
100-1041	Trademark Law Revision Act of 1987 (S. 1883)	Judiciary
100-1042	Latchkey Children	Joint Economic
100-1043	The EEOC's Performance in Enforcing the Age Discrimination in Employment Act	Aging
100-1044	Legislation to Implement the Genocide Convention (S. 1851)	Judiciary
100-1045	Improving Access to Preschool and Postsecondary Education	Joint Economic
100-1046	Oversight Hearing on Veterans' Health-Care Delivery in Arizona (Field hearing held in Phoenix, AZ)	Veterans Affairs

Number	Title	Committee
101-29	Fairness in Broadcasting Act of 1989	Commerce, Science, and Transportation
101-30, Pt.1	Tongass National Forest (S. 237, S. 346)	Energy and Natural Resources
101-31	Policy Options for Stabilizing Global Climate	Environment and Public Works
101-32	National Global Change Research Act of 1989 (S. 169)	Commerce, Science, and Transportation
101-33	Nursing Home Reform: Protecting Consumer Interests (Field hearing held in Worthington, OH)	Labor and Human Resources
101-34	NHTSA Authorization Act of 1989 (S. 673)	Commerce, Science, and Transportation
101-35	Overview of Medicare Program	Finance
101-36	Customs Service Budget Authorization for Fiscal Year 1990	Finance
101-37	Critical Issues and Problems Facing the New Administration and Congress	Governmental Affairs
101-38	Federal Advisory Committee Act Amendments of 1989 (S. 444)	Governmental Affairs
101-39	Settlement of Land Claims of Puyallup Tribe of Indians in the State of Washington (S. 402)	Indian Affairs
101-40	Nomination of Michael W. Farrell	Governmental Affairs
101-41	Authorizations for CPSC	Commerce, Science, and Transportation
101-42	Air Travel Rights for Blind Individuals Act (S. 341)	Commerce, Science, and Transportation
101-43	Harpers Ferry; Niobrara River; and Council Bluffs, Iowa Trails Interpretation Center (S. 85, S. 280, S. 338)	Energy and Natural Resources
101-44	Automobile Fuel Efficiency Standards	Energy and Natural Resources

UNITED STATES SENATE
101st Congress

Senate Committee Hearings
Listed in Numerical Sequence

Number	Title	Committee
101-45	Federal Energy Regulatory Commission Member Term Act of 1989 and Establishing the Position of Assistant Secretary for Natural Gas in the Department of Energy (S. 388, S. 389)	Energy and Natural Resources
101-46	Nomination of Richard G. Darman	Governmental Affairs
101-47	Employee Health and Safety Whistleblower Protection Act (S. 436)	Labor and Human Resources
101-48	Early Childhood Education	Labor and Human Resources
101-49	Federal Leadership in Science	Labor and Human Resources
101-50	Deceptive Mailings Prevention Act of 1989 and Consumer Mail Issues (S. 273)	Governmental Affairs
101-51, Pt.1	Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations for Fiscal Year 1990 (Board for International Broadcasting, Department of Justice, Executive Office of the President, Federal Trade Commission, International Trade Commission, Securities and Exchange Commission, The Judiciary, U.S. Information Agency)	Appropriations
101-52	Nomination of Carla Anderson Hills	Finance
101-53	Arctic and Antarctic Ozone Depletion	Commerce, Science, and Transportation
101-54, Pt.1	Leveraged Buyouts and Corporate Debt	Finance
101-54, Pt.2	Leveraged Buyouts and Corporate Debt	Finance
101-54, Pt.3	Leveraged Buyouts and Corporate Debt	Finance
101-55	Social Security "Notch" Issue	Finance

Senate Committee Hearings
Listed in Numerical Sequence

Number	Title	Committee
101-56, Pt.1	Job Training Partnership Act Youth Employment Amendments of 1989 (S. 543) (Field hearing held in Los Angeles, CA)	Labor and Human Resources
101-57	Minimum Wage Restoration Act of 1989 (S. 4)	Labor and Human Resources
101-58	Nomination (Sullivan, Dr. Louis W., to be Secretary of Health and Human Services)	Labor and Human Resources

UNITED STATES SENATE
100th Congress

Senate Committee Prints
Listed in Numerical Sequence

Number	Title	Committee
100-166	Legislative Calendar (Final Edition)	Finance

Senate Committee Prints
Listed in Numerical Sequence

Number	Title	Committee
101-35	Publications List (For 99th, 100th, and 101st Congresses) (May 1989)	Energy and Natural Resources

UNITED STATES SENATE
101st Congress

Senate Publications
Listed in Numerical Sequence

Number	Title	Source
101-4	List of Standing Committees and Sub-committees and Select and Special Committees and Committee Assignments and List of Senators by State of the Senate of the United States Together With Certain Joint Committees of the Congress for the One Hundred First Congress (May 19, 1989)	Secretary of the Senate, Senate Printing Services
101-5	United States Senate Telephone Directory (May 1989)	Sergeant at Arms of the Senate

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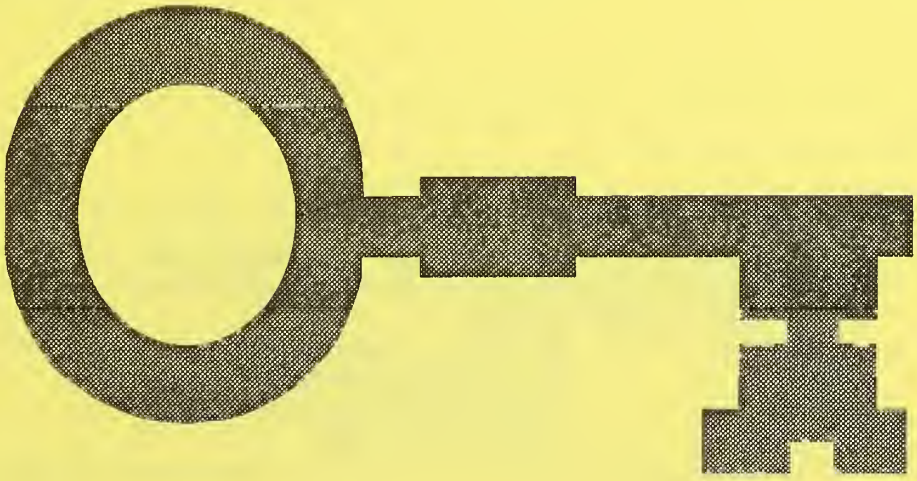

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